# APPENDIX G

# TUTORIAL FOR MEPES DATABASE ADMINISTRATORS

# APPENDIX G -TUTORIAL FOR MEPES DATABASE ADMINISTRATORS

## G.1 GENERAL

The Medical Reference Data function allows the medical database planner to create and subsequently update Service-approved scenarios for inclusion in the GCCS Medical Reference Database (MRD). It also allows the field medical planner to view the various Service approved scenarios and print them for use in off-line planning activities. The GCCS MRD is subdivided by military Service, Joint, and CINC reference data.

Each Service medical database planner will create two types of Service reference data. The first type is Service Scenario reference data. This data relates to a specific scenario and provides various planning rates. Because the Service Scenario reference data relates to a specific scenario, the Service must uniquely identify each scenario created. The second type is Service UTC reference data. This data relates to the Service's generic hospital UTCs to include operational characteristics and personnel staffing. This data is not scenario specific, therefore, it is not given a unique identifier.

MEPES allows the Joint Staff medical database planner to create Joint databases for those planning factors that transcend a particular Service. This data is applied throughout the world. Data that falls into this category are Class VIIIB consumption rates, Aeromedical Evacuation (AE) conveyance planning factors for aircraft, AE crew, AE equipment, and AE Staging Facility capabilities. In addition, the Joint medical database planner will be allowed to identify medical supply items by National Stock Number (NSN) level of detail for each supported CINC. The purpose of this capability is to allow the CINC to designate those medical supply items considered critical to mission accomplishment within that particular Theater. The Joint medical database planner will be allowed to create a CINC list.

This tutorial is designed to provide an abbreviated step-by-step approach for creating the Medical Reference Data. The intent is to show the MEPES database administrator the MEPES panels that are needed to create the various MRD and to highlight the primary key strokes required. For more detailed explanations concerning the creation and modification of Reference Data, see the Appendix C of this document. Refer to Paragraph 3.1 for the system conventions used throughout this tutorial.

## G.2 MEPES LOGIN AND MAIN WINDOW

Step 1 - MEPES Login

Consult Appendix B of this document, for login panel and procedures.

Step 2 - MEPES Main Panel

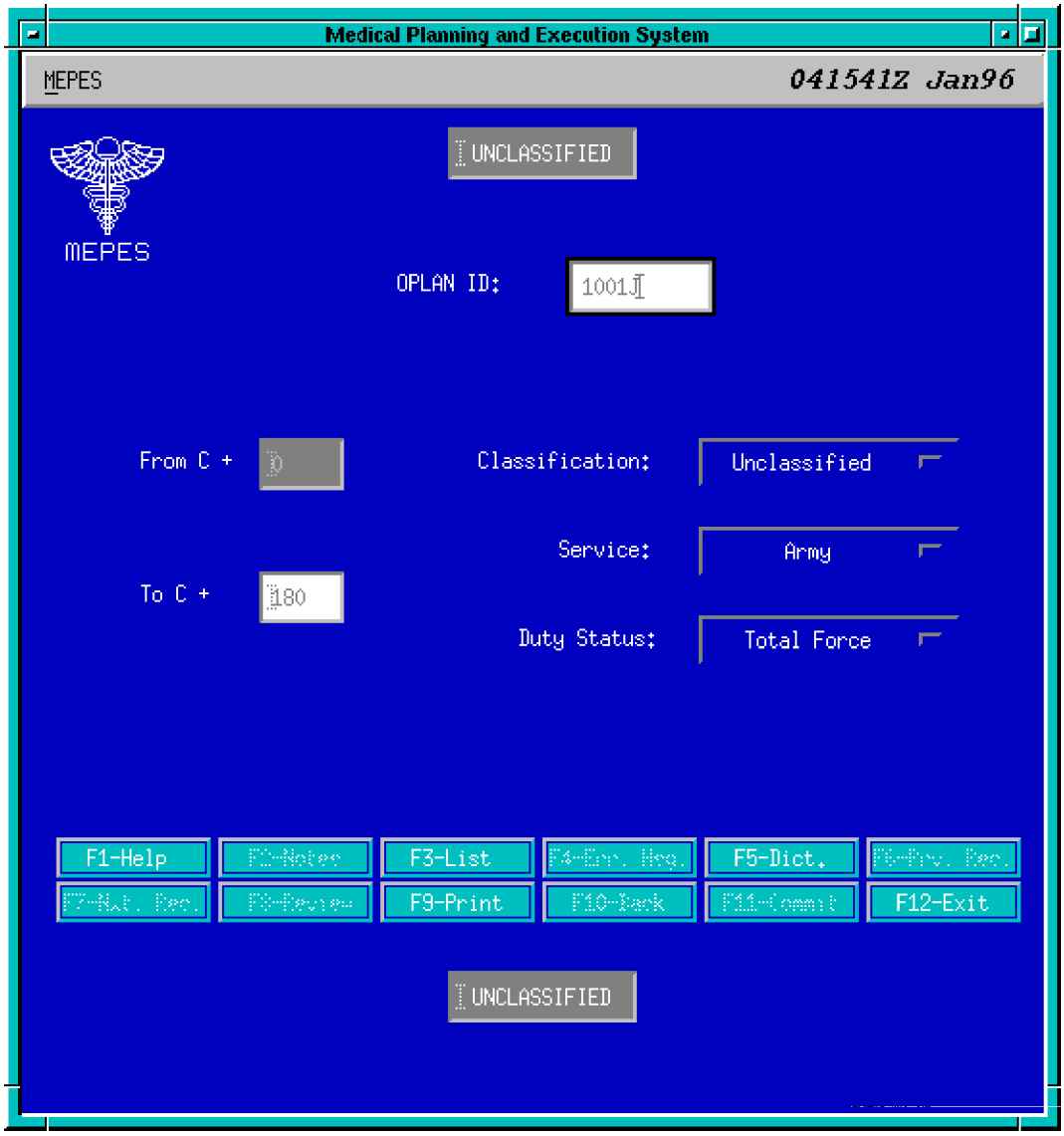


*Figure G-1: MEPES Main Panel.*

For the MEPES DBA, an OPLAN ID is not required to access the MEPES Reference Data menu option.

Select valid codes for the CLASSIFICATION, SERVICE, and DUTY STATUS fields.

Once all parameter selections have made, Click on MEPES MENU BAR. MEPES Main Menu appears.

Select < *Reference Data* >.

Step 3 - MEPES Reference Data Main Panel

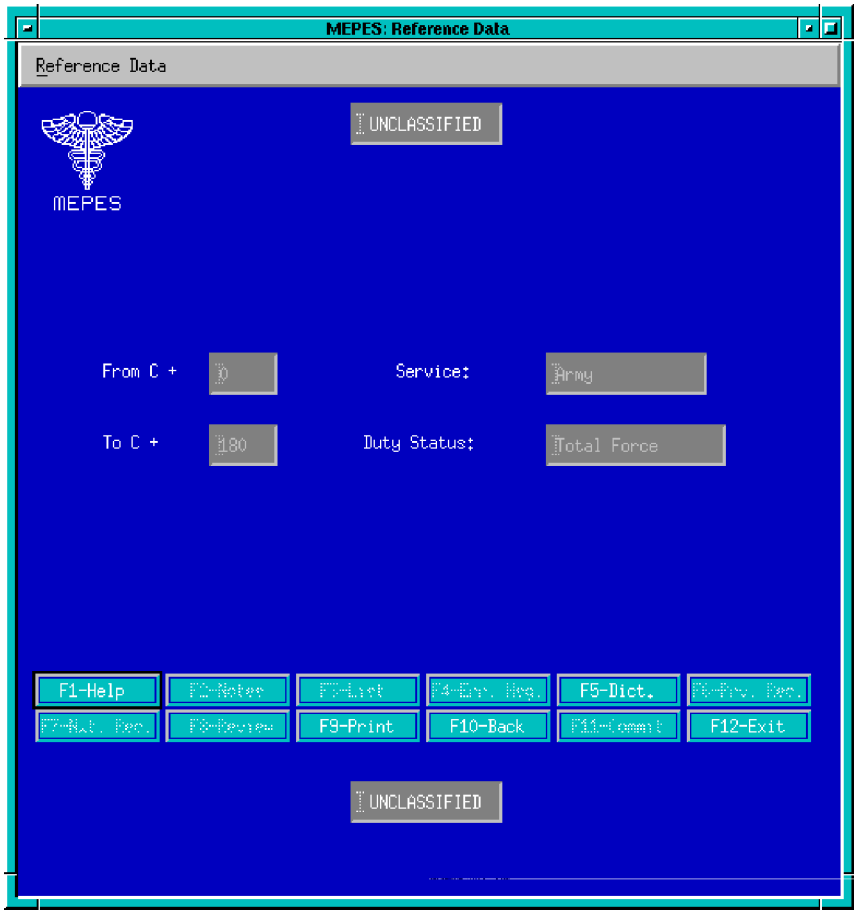


*Figure G-2: Reference Data Main Panel.*

## G.3 CREATE SERVICE REFERENCE DATA

Reference Data Creation Process:

- Service Scenario RD (MEPES will allow up to 10 RDs)

  - Name RD
  - Enter combat intensity related rates, evacuation planning factors, and other factors in any sequence

- Service UTC RD

  - Create Service UTC RD
  - Create personnel requirements RD

NOTE: The Service Scenario RD must be named before any other Service Scenario reference data can be entered. No name identifier is required for creation of Service UTCs or personnel requirements data.

Step 1 - Access Service Reference Data Menu Bar

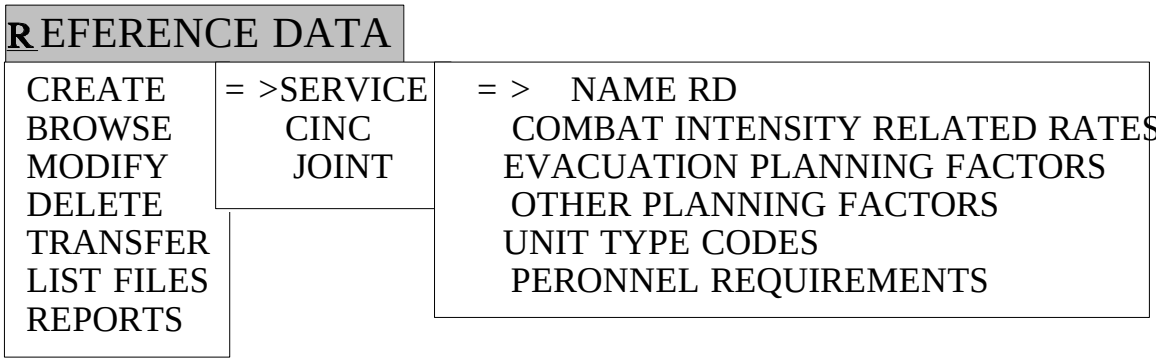


*Figure G-3: Service Reference Data Menu Hierarchy.*

Step 2 - Name Service Scenario RD

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Service* >, < *Name RD* >.

MEPES requires the Service DBA to *Name RD* before any other Service Scenario reference data can be created (entered). If the Service DBA wants to *create Service UTCs or Personnel Requirements data*, it is not necessary to *Name RD*.

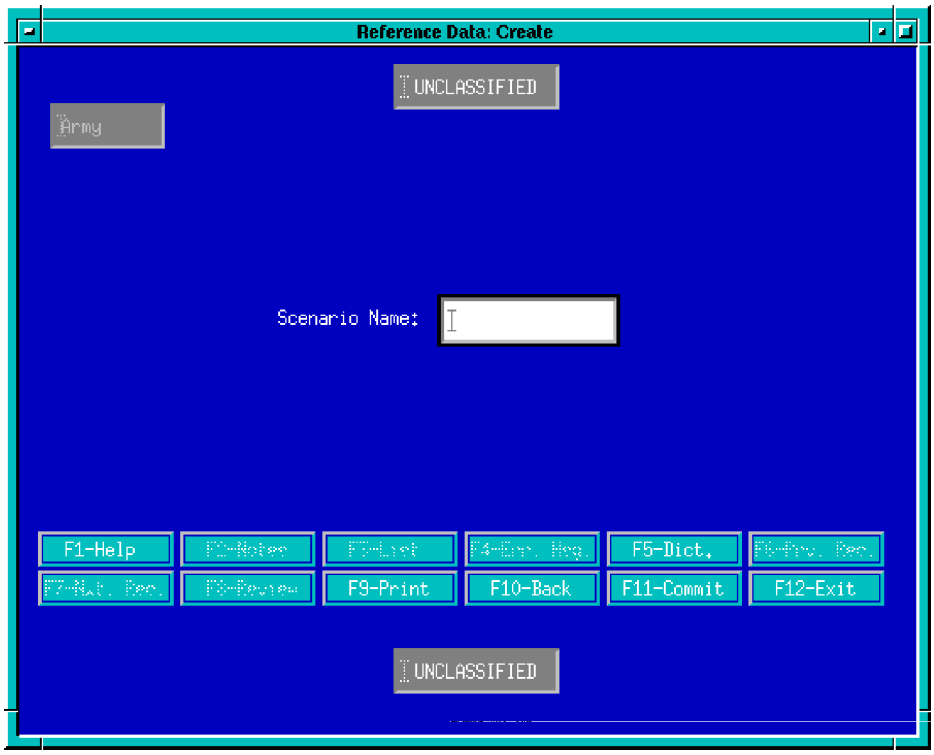


*Figure G-4: RD Create Panel.*

Click on SCENARIO NAME, Enter a unique *Name*. Then click **F11-Commit**. User returned to RD Main Panel.

Once the Service Scenario RD is named, user may enter the remaining Service Scenario data in any sequence.

Step 3 - Create Combat Intensity Related Rates.

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Service* >, < *Combat Intensity Related Rates* >.

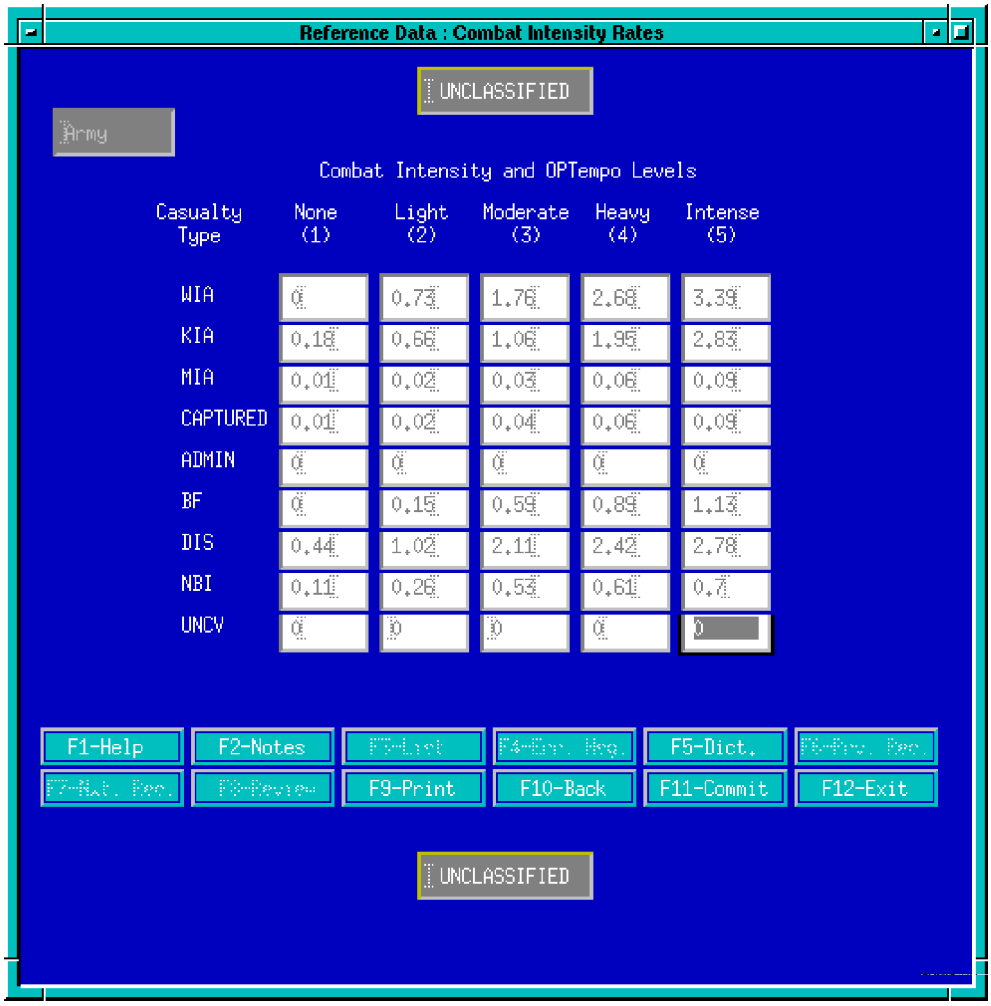


*Figure G-5: RD Combat Intensity Related Rates Panel.*

Click on individual COMBAT INTENSITY AND OPTEMPO LEVELS. Enter valid *Casualty and Admission Rates*. User may enter rates in any sequence.

After entering all rates - Click **F11-Commit**. User returned to RD Main Panel.

Step 4 - Create Evacuation Planning Factors RD

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Service* >, < *Evacuation Planning Factors* >.

MEPES requires the user to enter data in EP day sequence starting with EP day 2 through 60 inclusive. The user is allowed to stop entering data at any time and exit the RD Create option by clicking **F10-Back**. However, once user exits this create option, entry back into the RD Evac Policy option must be through the Modify option (see MEPES User's Manual, Appendix C).

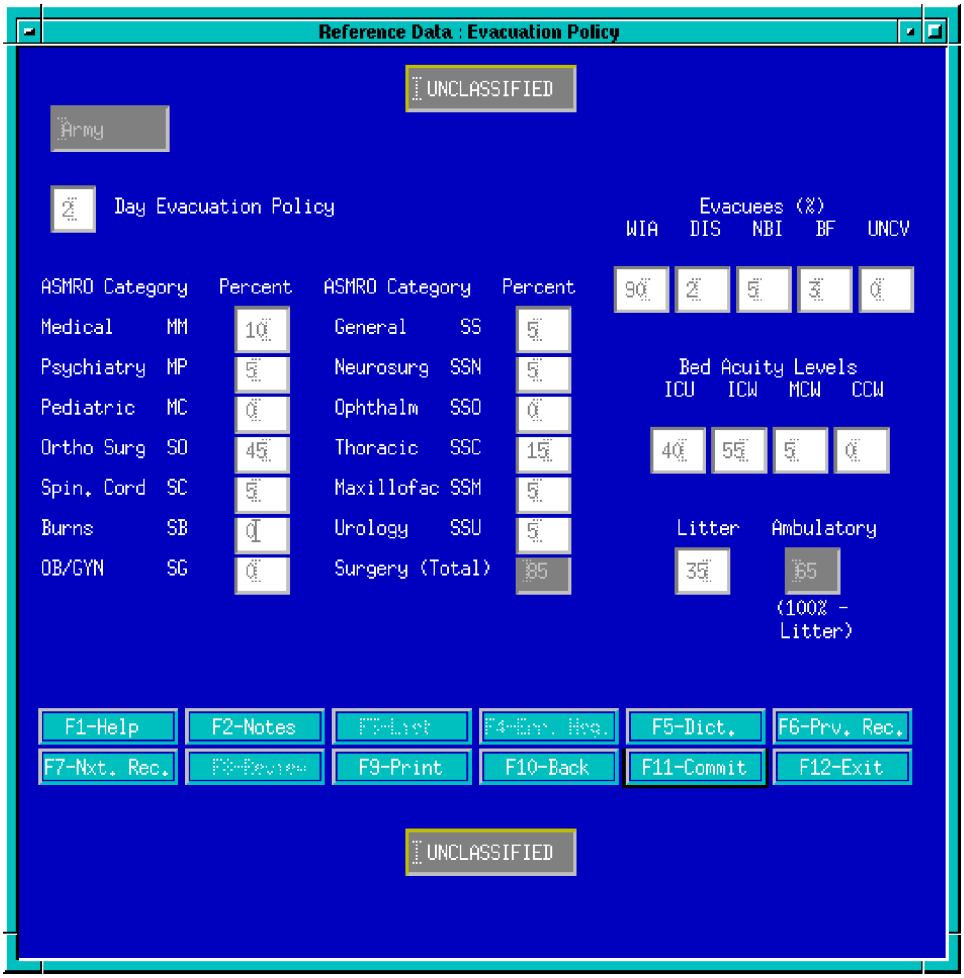


*Figure G-6: RD Evacuation Planning Factors Panel.*

Enter appropriate values for EVACUEES%, ASMRO CATEGORY PERCENT, BED ACUITY LEVELS, LITTER. After all entries have been made, Click **F11-Commit**.

To move to the next EP day, Click on **F7-Next Record**. EP Panel refreshes and reappears with the next EP day displayed. Enter data in similar manner. Continue to enter EP data until days 2 through 60 are completed. If user wants to duplicate the same EP for another day, Double Click on EP. Enter new *EP day*, then Click **F11-Commit**.

After completing all data entry, Click **F10-Back**. User returned to RD Main Panel.

Step 5 - Create Other Planning Factors RD

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Service* >, < *Other Planning Factors* >.

MEPES requires each Service Scenario to include certain Other Planning Factors. Currently these Other Planning Factors are Dispersion Allowance, Class VIIIA Consumption Rates, and both the conventional and unconventional (if applicable) DIH rates.

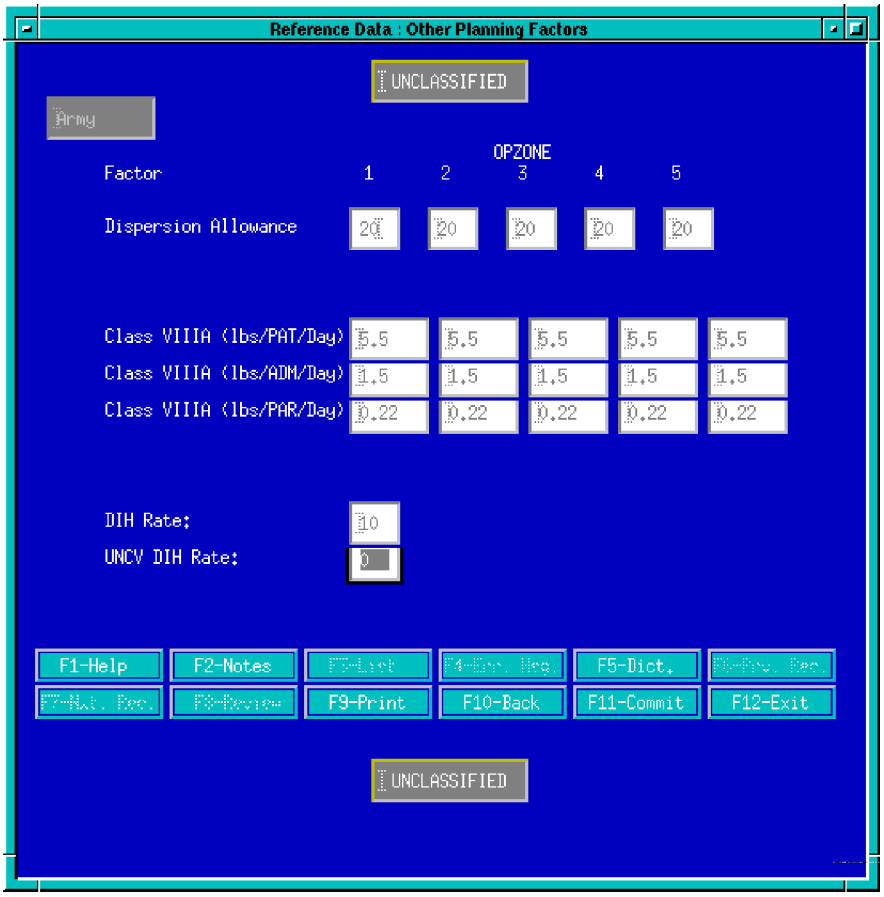


*Figure G-7: RD Other Planning Factors Panel.*

Enter appropriate values for DISPERSION ALLOWANCE, CLASS VIIIA, DIH RATE, and UNCV DIH RATE.

After final entry - Click **F11-Commit.** User returned to RD Main Panel.

Step 6 - Create Service UTCs RD.

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Service* >, < *UTCs* >.

NOTE: The user must enter *UTC Code* BEFORE any other data entry is allowed.

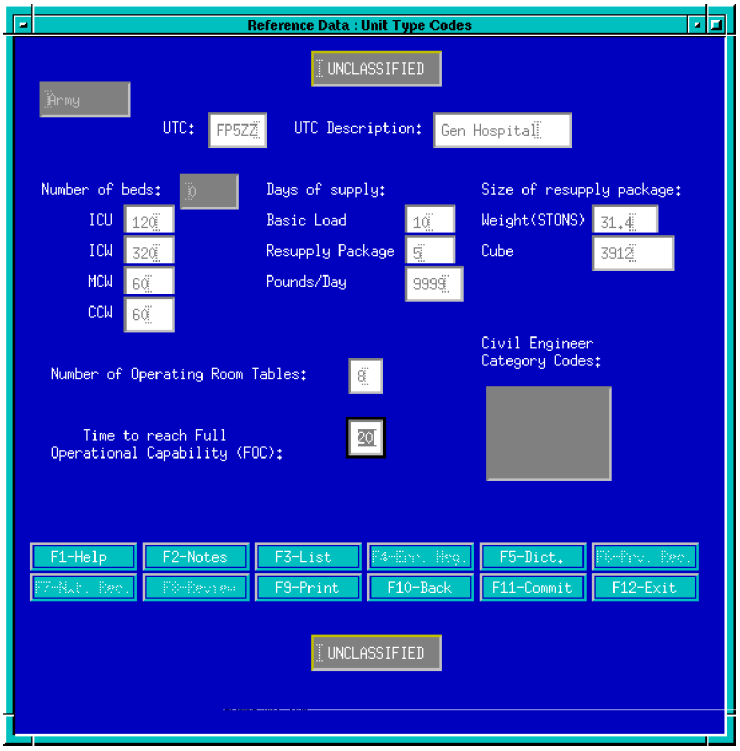


*Figure G-8: RD Unit Type Codes Panel.*

Enter valid UTC Code, then Push RETURN. Enter valid UTC Description, then Push RETURN.

User may now enter remaining data in ANY sequence. Enter appropriate values for NUMBER OF BEDS, BASIC LOAD, RESUPPLY PACKAGE, POUNDS/DAY, WEIGHT STONS, CUBE, NUMBER OF OPERATING ROOM TABLES, and TIME TO REACH FOC.

Follow similar sequence to enter any number of additional Service-approved UTCs into the RD Database. After completing all entries, Click **F11-Commit**. User returned to RD Main Panel.

Step 7 - Create Service UTC Personnel Requirements

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Service* >, < *Personnel Requirements* >.

NOTE: User must Enter *UTC Code* before any other data entry is allowed.

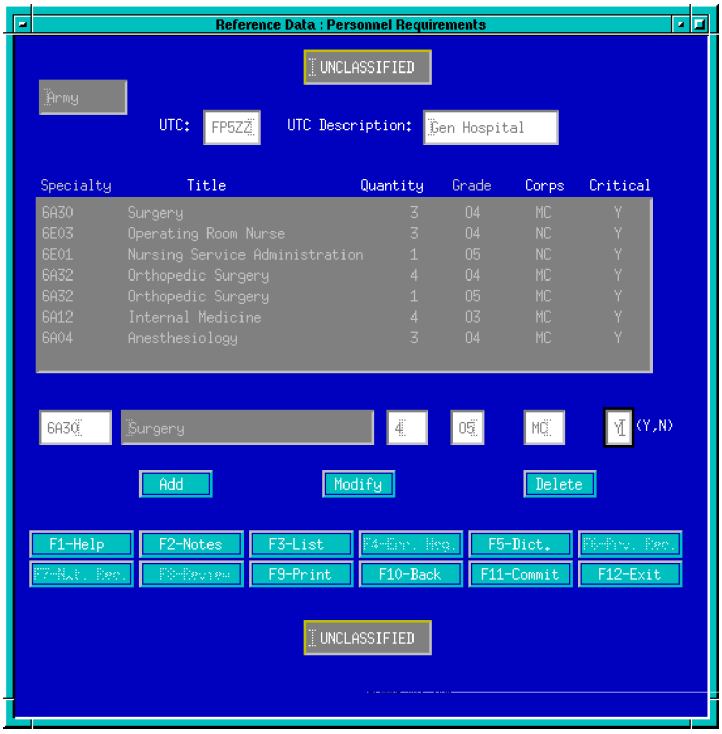


*Figure G-9: RD Personnel Requirements Panel.*

Enter valid UTC Code, then Push RETURN. Enter valid UTC Description, then Push RETURN.

User may now enter remaining data in ANY sequence. Enter for SPECIALTY (*DoD Occupational Skill Category Code*), QUANTITY, GRADE(*Military Grade*), CORPS (*Medical Corps Designation*), and CRITICAL. For more detailed descriptions of these variables, consult the Appendix C of this document. After all entries have been made, Click **F11-Commit**.

Follow similar sequence to enter any number of additional Service-approved UTC Personnel Requirements into the RD Database. After Final Entry - Click **F11-Commit**. User returned to RD Main Panel.

## G.4 CREATE JOINT REFERENCE DATA

Joint Reference Data Creation Process:

- Create CINC RD
- Create Joint RD.

Step 1 - Access CINC and Joint Reference Data Menu Bar

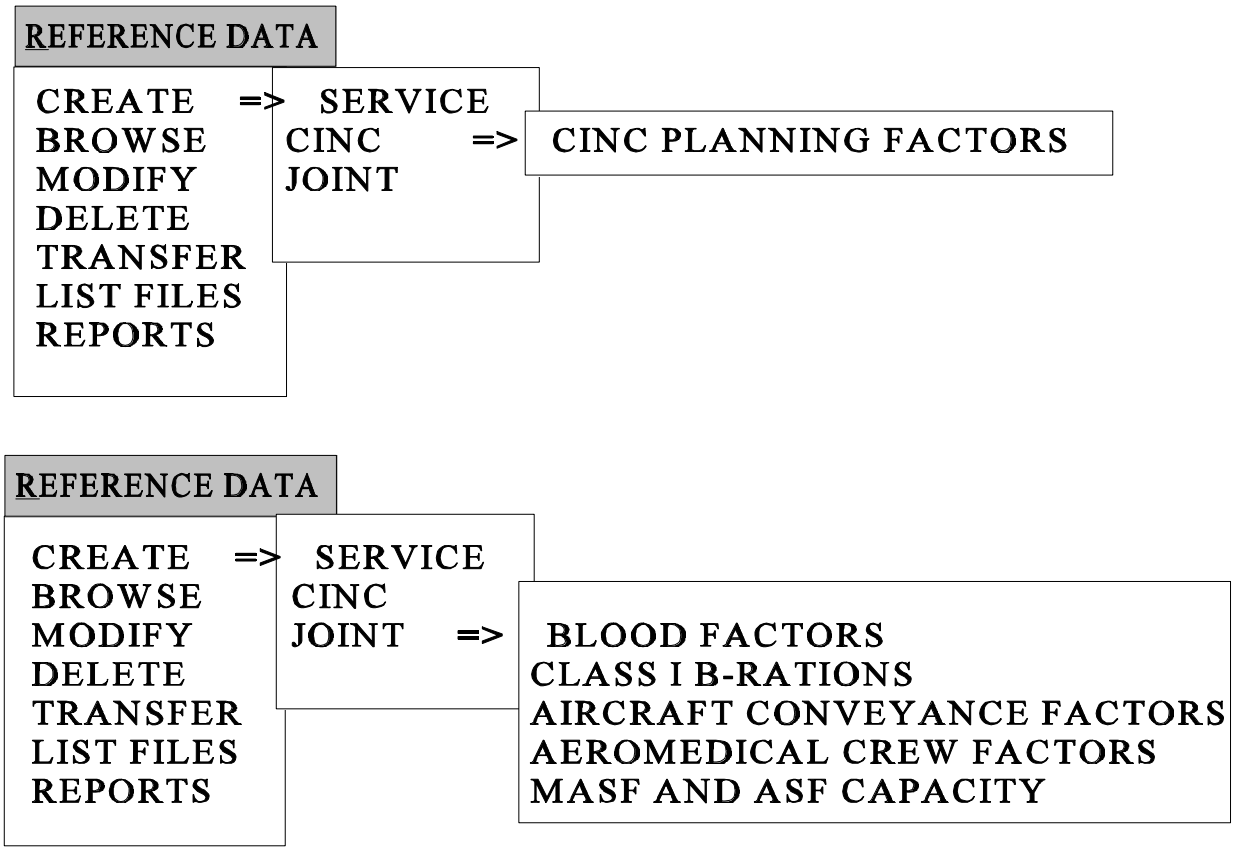


*Figure G-10: Joint Reference Data Menu Hierarchy.*

Step 2 - Create RD CINC Planning Factors

MEPES allows each CINC to create a list of medical supplies considered critical to support operations within their Area of Responsibility (AOR).

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *CINC* >, < *CINC Planning Factors* >.

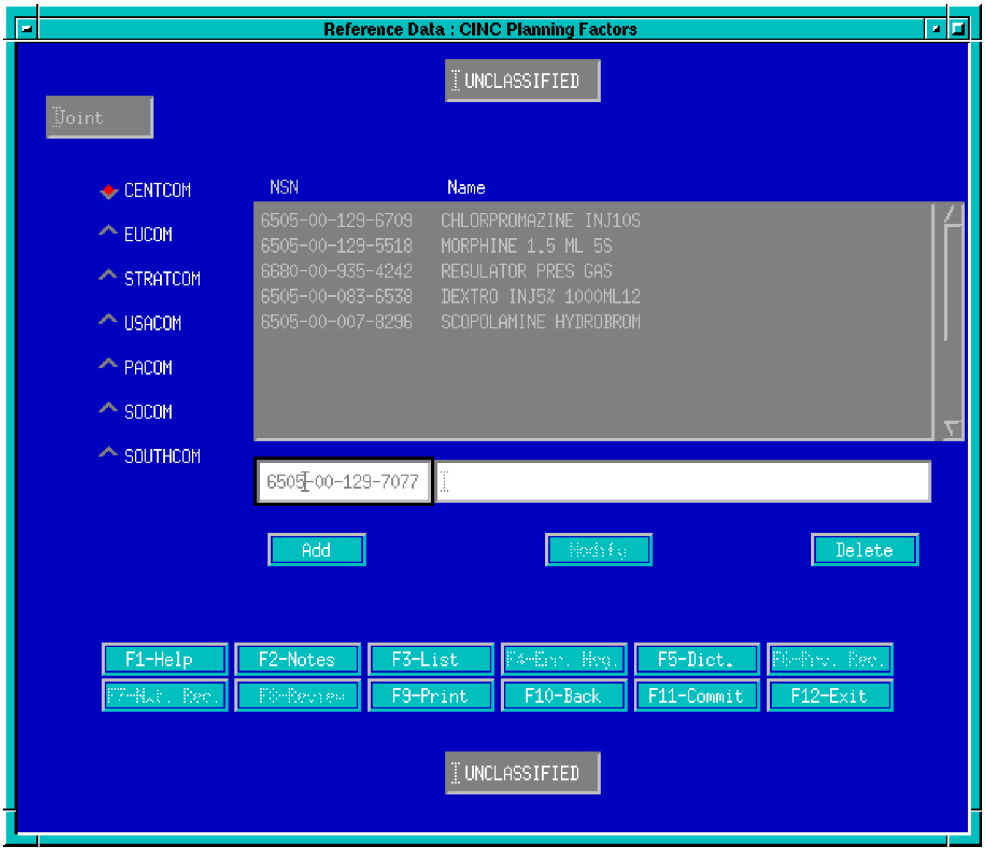


*Figure G-11: RD CINC Planning Factors Panel.*

Push appropriate **RADIO** button to indicate the desired CINC.

TO CREATE AN NSN DATA RECORD LIST

MEPES allows the user to enter an NSN using two primary methods: 1) manually entering the NSN; or 2) selecting the NSN from the database list.

Manual Entry:

Click on NSN. Enter *NSN*. MEPES will automatically populate NSN Name field.

After entry Click **ADD** button. Continue to add NSN data records in similar manner. (MEPES will automatically save after every 10 data record entries).

List Selection Entry:

Click on NSN. Press **F3-List** Key. MEPES will search the database and display the complete list of NSNs.

Select "< NSN data record >" , then Click **OK** button. CINC Planning Factors Panel refreshes and reappears with selected NSN displayed in input fields.

Click **ADD** Button. Panel refreshes and reappears to allow for additional selections. Continue to add NSNs in similar manner.

After all additions have been made, Click **F11-Commit.** CINC Planning Factors refreshes and reappears.

User may now add or delete a NSN Data Record. **IF YES**, continue with desired step. **IF NO** further action desired for this CINC, User may either access an additional CINC by pushing the desired CINC **RADIO** button. Continue to add or delete NSNs in similar manner. To exit, Click **F10-Back**. User returned to RD Main Panel.

Step 3 - Create RD Blood Planning Factors.

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Joint* >, < *Blood* >.

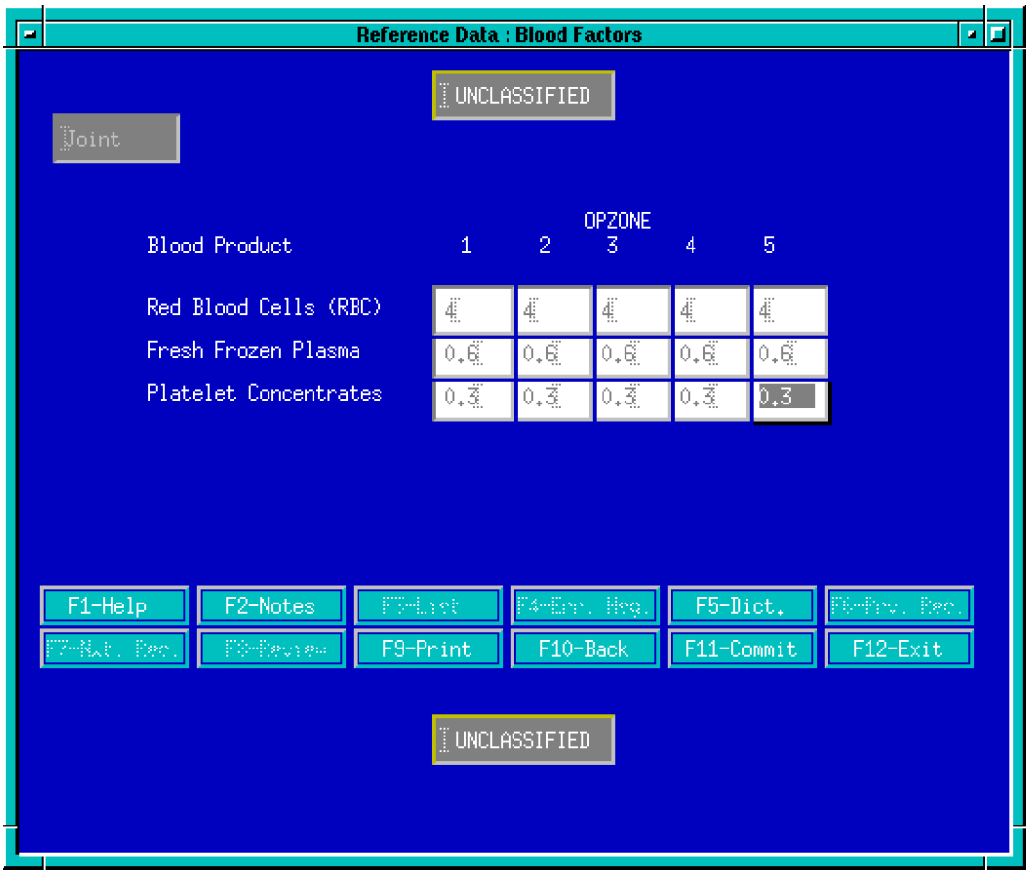


*Figure G-12: RD Blood Factors Panel.*

Click on BLOOD PRODUCT TYPE. Enter a valid *Blood Consumption Rate* for each BLOOD PRODUCT TYPE. User may enter rates in any Sequence.

After completing all entries, Click **F11-Commit**. User returned to RD Main Panel.Step 4 - Create RD Aircraft Conveyance Factors.

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Joint* >, < *Aircraft Conveyance Factors* >.

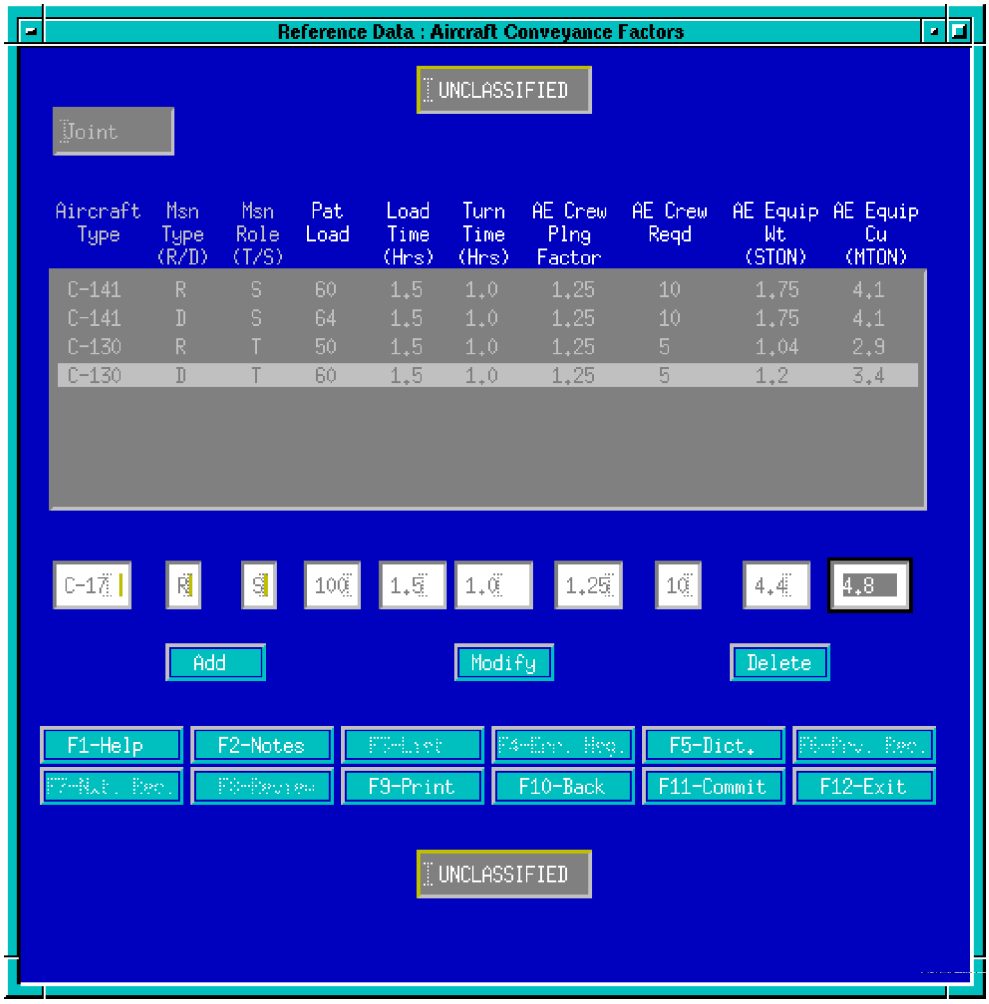


*Figure G13: Aircraft Conveyance Factors Panel.*

Enter appropriate values for AIRCRAFT TYPE, MSN ROLE (*Mission Role*), PATIENT LOAD, LOAD TIME, TURN TIME (*Turnaround Time*), AE CREW PLNG FACTOR (*AE Crew Planning Factor*), AE CREW REQD (*AE Crew Members Required*), AE EQUIP WT (STON), and AE EQUIP CU (MTON). After all data record entries have been made, Click **ADD** button. Continue to add data records in similar manner. Once all additions have been completed, Click **F11-Commit**. User may add, modify, or delete an Aircraft Conveyance Data Record. For detailed procedures on add, modify, or delete, consult the MEPES User's Manual, Appendix C. **IF YES**, continue with desired step. **IF NO** further action desired, Click **F10-Back**. User returned to RD Main Panel.

Step 5 - Create RD Aeromedical Crew Factors

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Joint* >, < *Aeromedical Crew Factors* >.

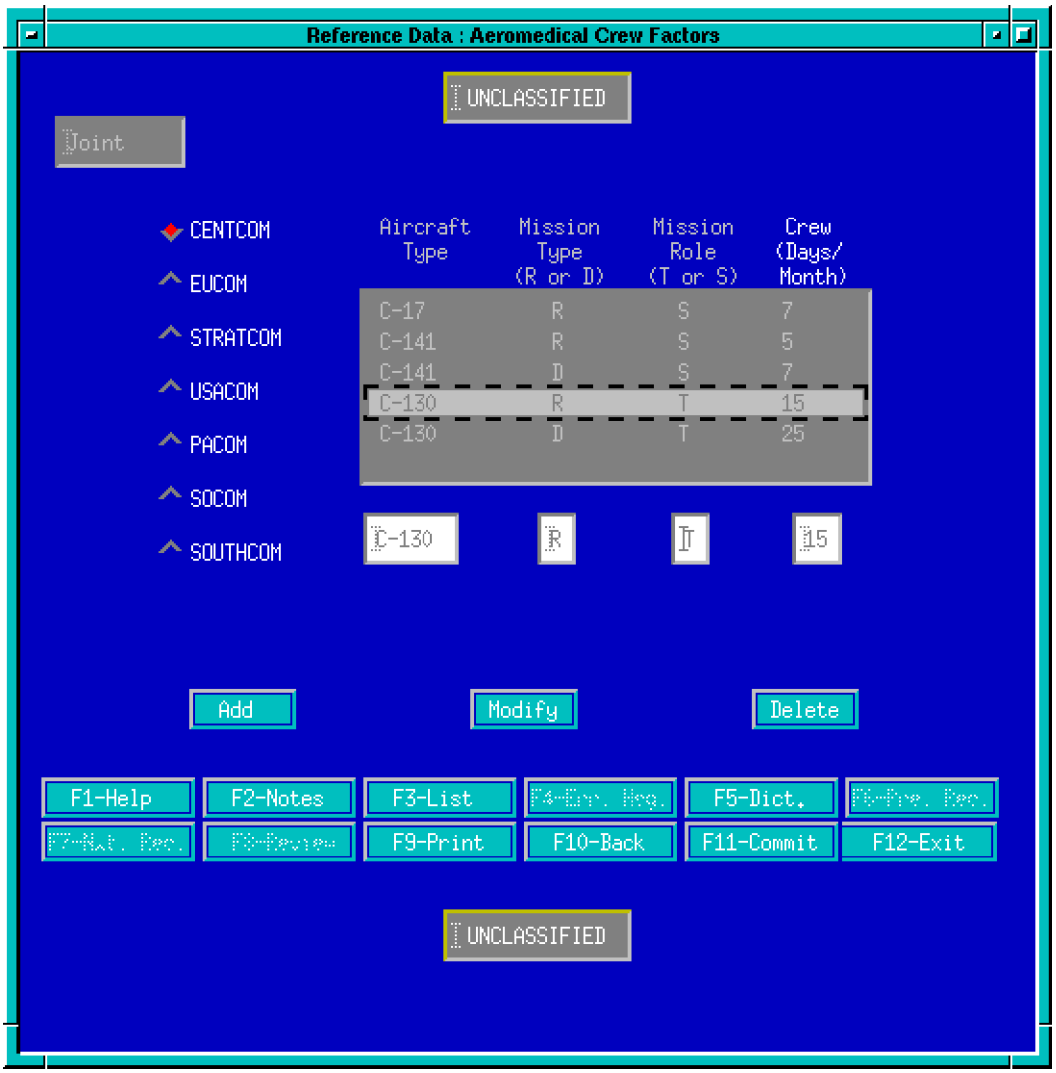


*Figure G-14: Aeromedical Crew Factors Panel.*

Select UNIFIED COMMAND by pushing appropriate **RADIO** Button.

Enter appropriate values for AIRCRAFT TYPE, MISSION TYPE, MISSION ROLE, and CREW (DAYS/MONTH).

After all data record entries have been made, Click **ADD** button. Continue to add data records in similar manner. Once all additions for selected CINC have been made, Click **F11-Commit**.

User may add, modify, or delete an Aeromedical Crew Factors data record. For detailed procedures on add, modify, or delete, consult the MEPES User's Manual, Section C.7. **IF YES**, continue with desired step. **IF NO** further action desired for this CINC, User may either access an additional CINC by pushing the desired CINC **RADIO** button. Continue to add, modify, or delete in similar manner. To exit panel, Click **F10-Back**. User returned to RD Main Panel.

Step 6 - Create RD Class I B-Rations.

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Joint* >, < *Class I B-Rations* >.

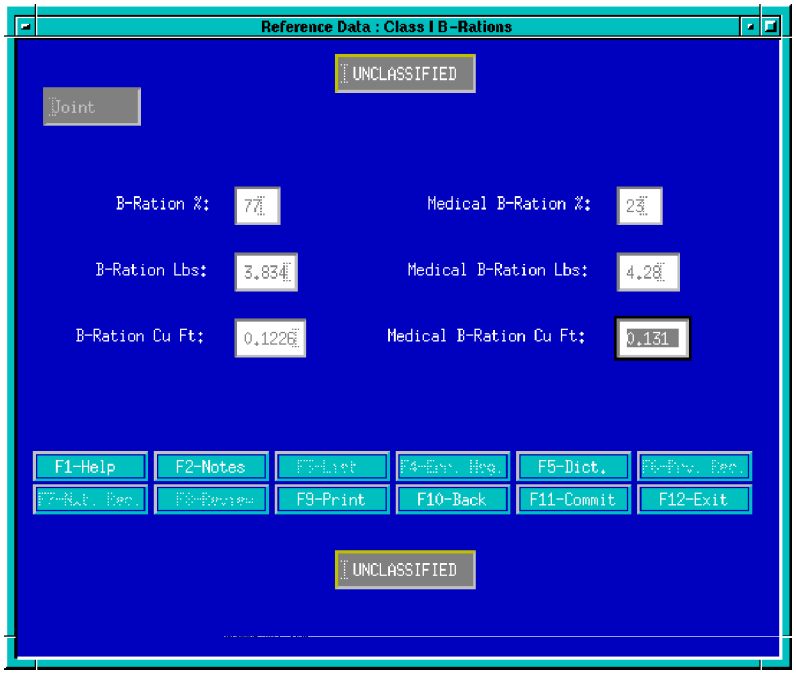


*Figure G-15: RD I B-Rations Panel.*

Enter appropriate values for B RATION %, B-RATION LBS, B RATION CU FT, MEDICAL B-RATION %, MEDICAL B-RATION LBS, MEDICAL B-RATION CU FT. For more information on these variables, consult Appendix C. After completing all entries, Click **F11-Commit**. User returned to RD Main Panel.

Step 7 - Create RD MASF and ASF Capacity Planning Factors.

Click on MEPES REFERENCE DATA MENU BAR. Select < *Create* > , < *Joint* >, < *MASF and ASF Capacity* >.

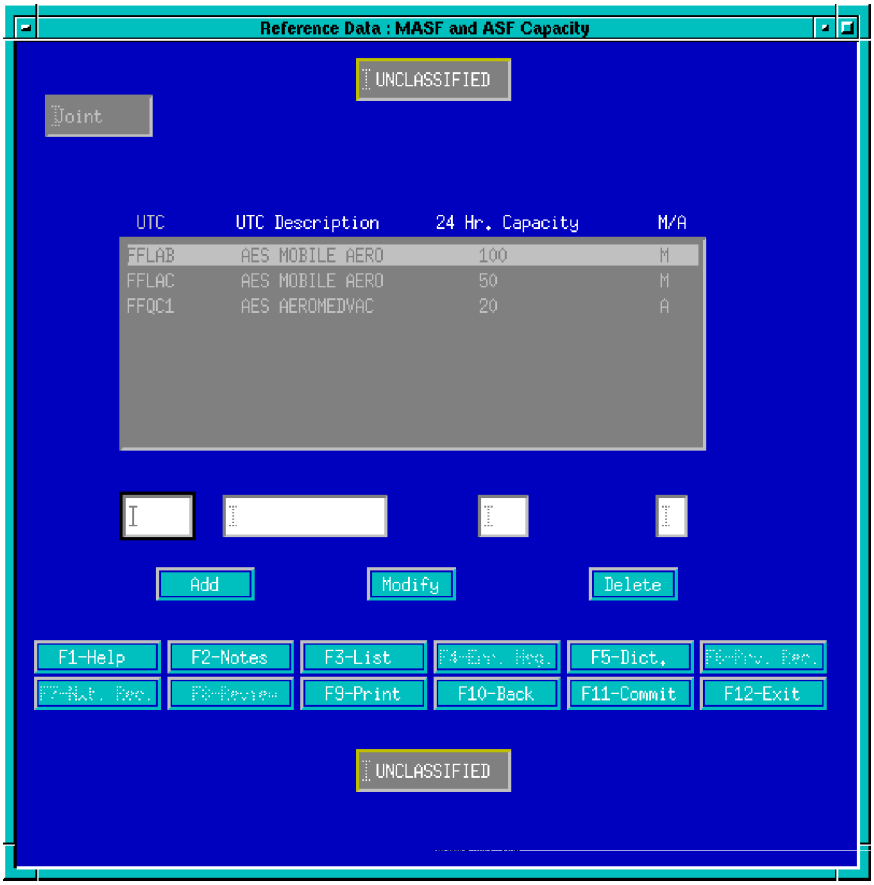


*Figure G-16: RD MASF and ASF Capacity Planning Factors Panel.*

Enter an *Aeromedical Staging Facility UTC code* in the UTC field. Enter appropriate values for the UTC DESCRIPTION and 24 HR. CAPACITY fields. Enter the appropriate *Aeromedical Staging Facility Type Code* in the M/A field. After entries have been made, Click **ADD** button.

Once all additions have been made, Click **F11-Commit**.

User may add, modify, or delete an Aeromedical Staging Facility data record. See Appendix C, for more detailed procedures. Click **F10-Back** to return to the RD Main Panel if no modifications are needed.